

# Family Member and Beneficiary Information

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## Divorce, Annulment or Death of Spouse

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### Introduction

There are four areas in Direct-Access which need to be updated when a member reports a change in marital status (due to divorce, annulment or death of spouse). They are:

Area to Update	Reason
1. Elections & Beneficiaries	Stop Family SGLI Deduction
2. Dependent /Beneficiary Data	Change relationship to former spouse. Remove BAH eligibility and record date of divorce or date of death.
3. Personal Data	Change member's marital status and effective date of change.
4. Employee Entitlements	If member has no remaining BAH eligible dependents (e. g. No children or divorced and is not the primary custodian of a dependent child) BAH & COLA entitlements need to be changed. Members paying child support may be eligible for BAH-Child.

### Scenario

In this scenario the member submitted a BAH/Dependency worksheet (CG PSC-2025) and a copy of a divorce decree dated 15 October 2007. The member's former spouse has been awarded primary physical custody of the couple's child and the member has been ordered to provide support.

### In this guide

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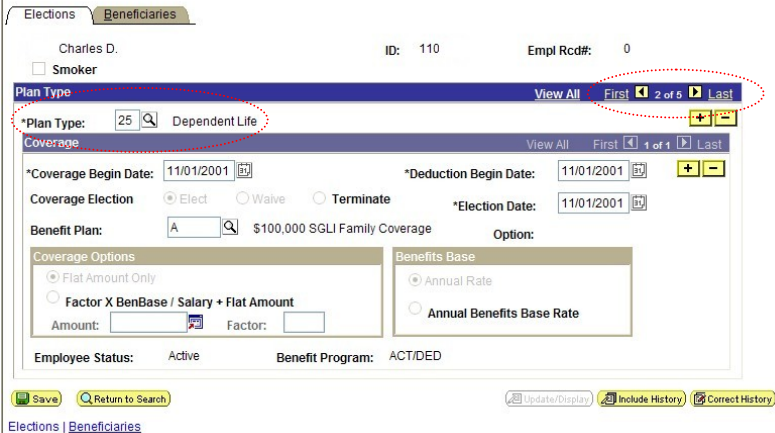

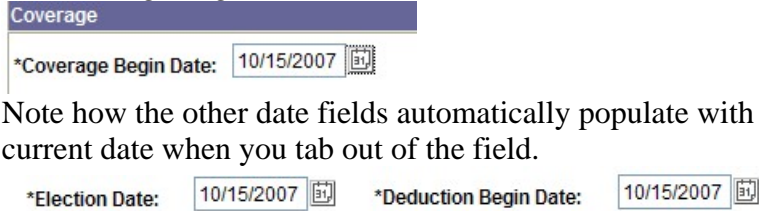
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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

### Stop deduction for FSGLI

Our first step is to stop the deduction for Family SGLI coverage. The member is no longer married and is not eligible for coverage on the life the former spouse. However, coverage continues on the life of dependent children (at no charge) because the member has an SGLI election.

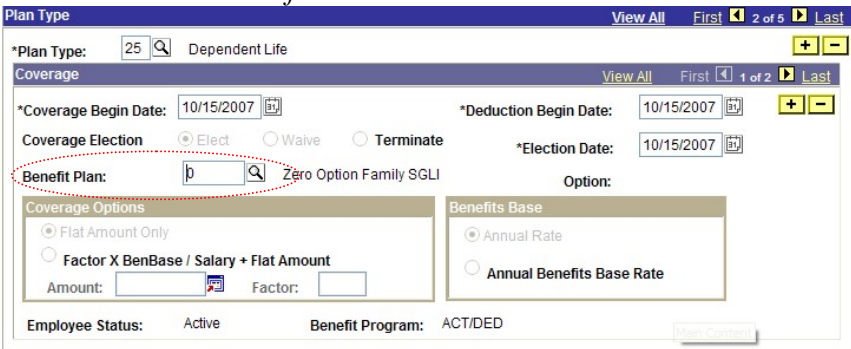

Step	Action
1	<p>Path to: Compensate Employees &gt; Administer Base Benefits &gt; Use &gt; Life and AD/D Benefits</p>
2	<p>Locate the “<i>Dependent Life</i>” plan type (usually the 2<sup>nd</sup> row)</p> <p><a href="#">Home &gt; Compensate Employees &gt; Administer Base Benefits &gt; Use &gt; Life and AD/D Benefits</a></p>  <p>Note: If the current <b>Benefit Plan</b> is “0”, the member has previously declined FSGLI coverage and you may exit this page.</p>
3	<p>Press the add row button - <b>+</b> (within the Coverage section of the Dependent Life plan type) to start a new transaction.</p> 
4	<p>Enter the date of the divorce or the date of the spouse’s death in the <i>Coverage Begin Date</i> field.</p>  <p>Note how the other date fields automatically populate with the current date when you tab out of the field.</p>

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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

Stop deduction for FSGLI (continued)

Step	Action
5	<p>Enter “0” for the <i>Benefit Plan</i></p> 
6	<p>Click the  Save button.</p>

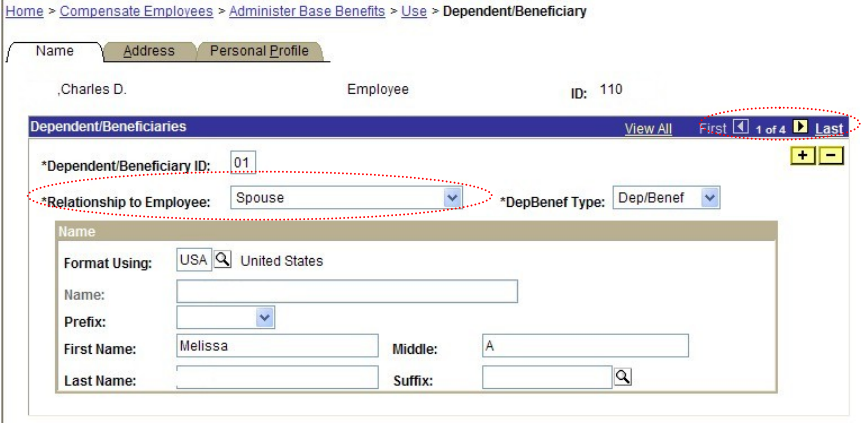

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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

### Update Dependent/ Beneficiary data

This procedure is used to change the status of BAHeligible Family members. **Family members are not deleted from the member's record when their status changes.** For example, if a member reports a divorce, you would change the spouse's relationship to "Former Spouse" and de-select the BAH Eligible box on Personal Profile page along with updating the marital status and marital status date.

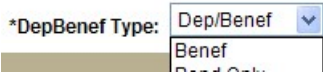

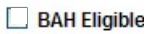

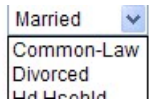
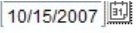


Step	Action
1	Path to: Compensate Employees > Administer Base Benefits > Use > Dependent/ Beneficiary
2	Locate the row for the spouse (row 1 of 4 in this example)  <p>Home &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Administer Base Benefits</a> &gt; <a href="#">Use</a> &gt; <a href="#">Dependent/Beneficiary</a></p> <p>Name Address Personal Profile</p> <p>.Charles D. Employee ID: 110</p> <p>Dependent/Beneficiaries View All First 1 of 4 Last</p> <p>*Dependent/Beneficiary ID: 01</p> <p>*Relationship to Employee: Spouse *DepBenef Type: Dep/Benef</p> <p>Name</p> <p>Format Using: USA United States</p> <p>Name:</p> <p>Prefix:</p> <p>First Name: Melissa Middle: A</p> <p>Last Name: Suffix:</p>
3	Change the <i>Relationship to Employee</i> field to “ <b>Former Spouse</b> ”.  <p>*Relationship to Employee: Spouse</p> <p>Name</p> <p>Format Using: USA</p> <p>Name: Hein, Me</p> <p>Prefix:</p> <p>Daughter</p> <p>Employee</p> <p>ExSpouse</p> <p>Father</p> <p>Father-in-Law</p> <p><b>Former Spouse</b></p> <p>Grand</p>

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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

Update Dependent/ Beneficiary data (continued)

Step	Action
4	Change the <i>DepBenef Type</i> field to “ <b>Benef</b> ” (beneficiary). 
5	Go to the Personal Profile tab. 
6	Remove the checkmark from the <i>BAH Eligible</i> field. 
7	Remove the date from the <i>BAH Eligibility Date</i> field. 
8	If you are recording a divorce, change the <i>Marital Status</i> filed to “ <b>Divorced</b> ”. 
9	If you are recording a divorce, change the <i>Marital Status Date</i> field to the date of the divorce. 
10	If you are recording the death of a spouse, enter the date in the <i>Date of Death</i> field. 
11	Click the  <b>Save</b> button.

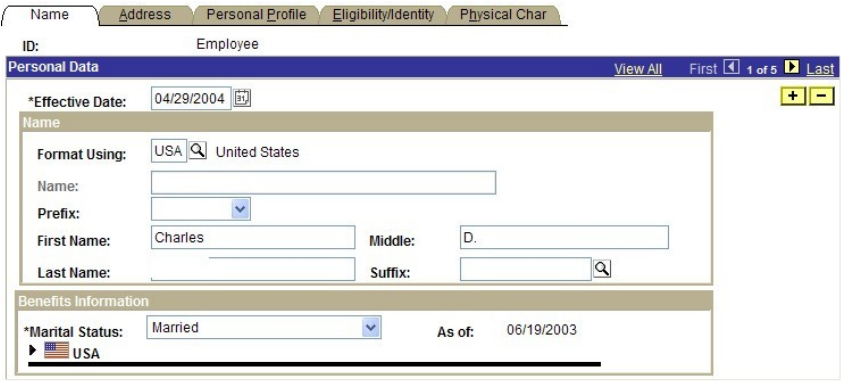

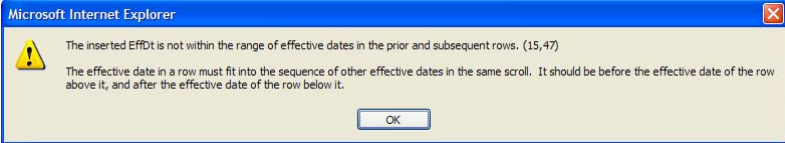
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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

### Update Personal Data

This procedure is used to update the member's marital status.

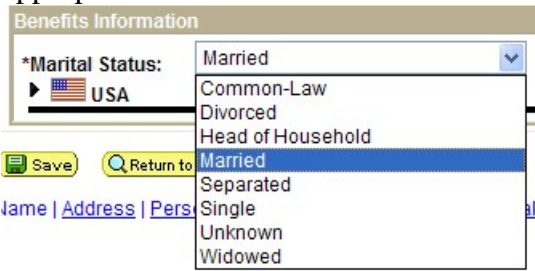
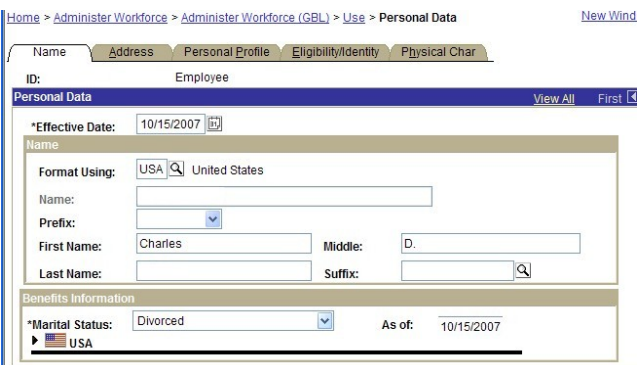

Step	Action
1	<p>Path to: Administer Workforce &gt; Administer Workforce (Gbl) &gt; Use &gt; Personal Data</p> 
2	<p>Insert a new row</p> 
3	<p>Change the <i>Effective Date</i> field of the new row to the date of the divorce or death of the spouse.</p> <p>*Effective Date: 10/15/2007</p> <p>Note: If the effective date in the existing first row (see step 1 above) is later than the date of divorce or death of spouse (e. g. Other transactions have been entered in Personal Data) use the current date as the <i>Effective Date</i> for this change. You cannot enter dates out of sequence and you will receive this error:</p>  <p>In these cases click the <b>“Correct History”</b> button, you will again be prompted to save your changes, select “No”. The page will reload, insert a new row (with the date of divorce or death of the spouse) and make the status change per the remainder of this procedure. The error message (above) will appear again, however you will be able to save your changes.</p>

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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

Update Personal Data (continued)

Step	Action
4	<p>Change the <i>Marital Status</i> field to “<b>Divorced</b>” or “<b>Widowed</b>” as appropriate.</p> 
5	<p>Review your changes (Note: If the member’s address has changed, you can update now by clicking on the Address tab label).</p> 
6	<p>Click the  button.</p>

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## Family Member and Beneficiary Information

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### Divorce, Annulment or Death of Spouse, Continued

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#### Update pay entitlements

If member has no remaining BAH eligible dependents (e. g. No children or divorced and is not the primary custodian of a dependent child) BAH & COLA entitlements need to be changed from with dependents to without dependents. Members paying child support may be eligible for BAH-Child. Please refer to the following for guidance on determining and updating pay entitlements:

The following references provide additional information about Basic Allowance for Housing and Cost of Living Allowances:

- [Joint Federal Travel Regulations \(JFTR\), Chaps 9 & 10](#)
  - [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap 3](#)
  - [Direct Access Entitlements Guide: Basic Allowance for Housing](#)
  - [Direct Access Entitlements Guide: Cost of Living Allowances](#)
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#### Effective dates for entitlement entries

Per [U.S. Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap 3](#) (figure 3-14, rules 1 and 2), BAH entitlement at the with dependents rate stops at 2400 on the date of the spouse's death or the date of divorce if the member's spouse was the sole BAH eligible dependent. Entitlement to COLA at the with dependents rate also terminates at the same time.

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# Family Member and Beneficiary Information

## Divorce, Annulment or Death of Spouse, Continued

### Effective dates for entitlement entries

When entering transactions in Direct Access to:

- Stop BAH or COLA, use the date of death of the spouse or date of divorce as the effective date.
- Start BAH or COLA, use the date the day after the date of death of the spouse or date of divorce as the effective date.

*BAH Entitlement Example Entry:* Divorce is effective on 15 October 2007. The member's former spouse has been awarded primary physical custody of the couple's child and the member has been ordered to provide support. The SPO has determined the member is entitled to BAH-Child (amount support exceeds the difference between BAH with dependents and without dependents):

Entitlements									
*Earnings Code: <input type="text" value="BA1"/> BAH (Basic Allow for Housing) <span style="float: right;">+</span>									
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve
1 10/16/2007	<input type="text" value="0000"/>	<input type="text" value=""/>	<input type="text" value="0000"/>	BAH-T	With Dep; based on payment of child support; mbr not assigned govt qtrs	P	<input type="checkbox"/>	<a href="#">Detail</a>	<a href="#">Approve</a>
2 12/31/2006	<input type="text" value="2513"/>	10/15/2007	<input type="text" value="2514"/>	BAH-L	With Dep; MBR and Dep not assigned govt qtrs	P	<input type="checkbox"/>	<a href="#">Detail</a>	<a href="#">Approve</a>

*COLA Entitlement Example Entry:* Member divorced on 15 October 2007. The SPO has determined that the member is not entitled to COLA at the with dependents rate (dependent child resides with former spouse):

*Earnings Code: <input type="text" value="ICC"/> CONUS COLA <span style="float: right;">+</span>									
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earn
1 10/16/2007	<input type="text" value="0000"/>	<input type="text" value=""/>	<input type="text" value="0000"/>	COLAWO	CONUS COLA Without DEPNS	P	<input type="checkbox"/>	<a href="#">Detail</a>	
2 12/31/2006	<input type="text" value="0000"/>	10/15/2007	<input type="text" value="0000"/>	COLAWD	CONUS COLA With DEPNS	P	<input type="checkbox"/>	<a href="#">Detail</a>	